

Post - Vacant

PUBLIC SERVICE COMMISSION

Recruitment on open basis to the post of Legal Officer (Grade III of the Executive Service Category) of the Home Affairs Division of the Ministry of Public Administration, Provincial Councils and Local Government-2025

APPLICATIONS are invited from the Sri Lankan citizens who have fulfilled the qualifications specified in this notice for the vacancy (01) that exists in the post of Legal Officer, Grade III, of the Executive Service Category of the Home Affairs Division of the Ministry of Public Administration, Provincial Councils, and Local Government.

1. Method of recruitment:

Based on the results of an eligibility assessment interview conducted by an interview board appointed by the Public Service Commission, the candidate who secures the highest marks among the applicants who have fulfilled the qualifications specified in this notification will be recruited for the vacancy. The eligibility assessment interview will be conducted in conformity with the marking scheme (mentioned under No. 06) approved by the Public Service Commission.

The effective date of appointment shall be determined by the Public Service Commission

2. Required qualifications:

(i) Educational/Professional qualifications

Having taken oaths as an Attorney-at Law of the Supreme Court of Sri Lanka.

(ii) Experience

Shall have possessed an active professional experience of not less than three (03) years after taking oaths as an Attorney-at-Law of the Supreme Court of Sri Lanka. (The period of active professional experience received, the official stamp of the attester and the date of attestation should be clearly mentioned in the documents submitted to prove the active professional experience.)

or

Shall have possessed an experience of not less than three (03) years in a legal position* of a government institution after taking oaths as an Attorney-at Law of the Supreme Court of Sri Lanka.
(This should have been confirmed by a letter issued by the Secretary to the Ministry/ Head of Department/Head of Institution.)

Note: Copies of the documents confirming the basic qualifications certified by the applicant himself/herself should be attached to the application. **Applications without the attached certificates with clear indication of commencement and end date of service period could be rejected without notice.**

*A legal position is a post having a Bachelor of Law Degree or being sworn in as an Attorney-at-Law as a basic qualification for recruitment.

(iii) Physical fitness

Every candidate should be physically and mentally fit to serve in any part of Sri Lanka and perform duties in the post.

(iv) Other qualifications

- Should be a citizen of Sri Lanka ;
- Applicants should have an excellent character ;

- Applicant must have completed all the necessary qualifications in every respect for recruitment to the post by the closing date of calling applications.

3. Condition of employment and Condition of service:

- (i) This post is permanent and pensionable. You shall be subject to future policy decisions taken by the Government regarding a pension scheme entitled to you. You shall make your contributions to the Widows and Orphans Pension Scheme/ Widowers and Orphans Pension Scheme. You shall pay the contributions for the scheme as may be prescribed by the Government from time to time.
- (ii) This appointment is subject to a probationary period of 03 years. You should pass the First Efficiency Bar Examination as mentioned in the Scheme of Recruitment within 03 years of being recruited to the post.
- (iii) Proficiency in the other official language/ languages should be obtained in accordance with the provisions of the Public Administration Circular No. 18/2020 dated 16.10.2020.
- (iv) You shall be subject to the Procedural Rules of the Public Service Commission, the Establishments Code of the Democratic Socialist Republic of Sri Lanka and the Government Financial Regulations and other regulations, circulars and instructions and the amendments issued from time to time with respect to them.
- (v) You shall not be permitted to change the medium of language applied by you, and the medium of language for which you are eligible for appointment will be the medium of language specified by you in the application form.

4. Age limit:

Should be not less than 21 years of age and not more than 45 years of age as at the closing date for applications.

5. Salary scale:

In terms of Schedule I of the Public Administration Circular No. 10/2025 dated 25.03.2025, the monthly salary scale applicable to this post will be Rs. 82,150-10X2,400-8X2,940-17X3,900-Rs.195,970/(SL -1-2025).

6. The eligibility assessment interview shall be based on the following markings scheme.

Serial No.	Subject	Marks	Maximum Marks
01	Additional educational qualifications <i>Note:</i> Marks will be given only for the highest educational qualification.		25
	a) Post Graduate Degree in Law obtained from a University recognized by the University Grants Commission.	25	
	b) Post Graduate Diploma in Law obtained from a University recognized by the University Grants Commission or Post Graduate Diploma in Law obtained from the Institute of Advanced Legal Studies of Sri Lanka Law College.	20	
	c) The following obtained from a University recognized by the University Grants Commission :		
	• Bachelor of Laws Degree with First Class	15	
	• Bachelor of Laws Degree with a Second Class Upper Division	10	
	• Bachelor of Laws with a Class	07	
	• Bachelor of Laws with an Ordinary Pass	05	

[illegible]

Serial No.	Subject	Marks	Maximum Marks
04	<p>Language ability <i>Note:</i> Marks will be given only for the highest qualification.</p> <p>(a) Degree obtained from a University recognized by the University Grants Commission with English as a main subject. 15</p> <p>(b) English language proficiency shown in recognized Moot Court Competitions at International or National level. 12</p> <p><u>Individual</u></p> <p>i. First Place/ Highest Merit - 12 ii. Second Place - 10 iii. Third Place / Other Merits - 08</p> <p><u>Group</u></p> <p>i. First Place/ Highest Merit - 10 ii. Second Place - 08 iii. Third Place / Other Merits - 06</p> <p>(c) Diploma in English obtained from a University recognized by the University Grants Commission or SLQF 3 or Higher Diploma in English from other Institute or Diploma in English at least 1,500 study hour course obtained from a Government Training Institute/ Institute affiliated to a Government Training Institute. 10</p> <p>(d) A very good pass in English at G.C.E. (Advanced Level) Examination or Edexcel or Cambridge Advanced Level Examination or IELTS overall score of 6.5 marks (with a minimum of 6 marks for each subject) or higher, TOEFL-IBT 79 marks or higher, TOEFL-CBT 213 marks or higher or TOEFL-PBT 550 marks or higher, within 02 years immediately preceding date of calling applications. 08</p> <p>(e) Advanced Certificate in English obtained from a University recognized by the University Grants Commission or Certificate in English at SLQF 2 obtained from other Institute. 05</p>		15
05	<p>The Merit shown at the interview</p> <p>Applicant's skills that are useful in fulfilling the duties of the post:</p> <p>i. Strength questions (02 marks) ii. Situational questions (03 marks) and iii. Competency questions (10 marks)</p> <p>Marks will be given according to the answers given for the questions aimed at evaluation.</p>		15
	Total		100

7. The Identity of candidates :

Only candidates who have submitted duly completed applications in all respects will be called for the Eligibility Assessment Interview.

Originals and copies of all certificates duly certified by the applicant should be furnished at the time of interview.

The following Identity cards will be accepted to prove your identity at the interview:

- (i) National Identity Card issued by the Commissioner General of Registration of Persons.
- (ii) Valid Passport.

8. Method of forwarding applications:

- (i) Applications should be forwarded by registered post to reach the address of “Ministry of Public Administration, Provincial Councils and Local Government – Home Affairs Division, ‘Nila Madura’, Elvitigala Mawatha, Colombo 05” on or before **15th of May 2025**. Applications received after that date will be rejected.
- (ii) A specimen application form is given at the end of this notification. Applicants should prepare their applications on A4 size paper and fill in their own handwriting.
- (iii) The top left-hand corner of the envelop shall be marked “*Recruitment to the Post of Legal Officer: Grade III-2025*”)
- (iv) Candidate's signature on the application should be certified by a principal of a Government school/Justice of peace/ Commissioner for oaths/ Attorney-at-law/ Notary public/ Commissioned Officer of Armed Forces or by an Officer holding a permanent post in the Government or Provincial Public Service earning a consolidated monthly salary of Rs. 47,615/- or above.
- (v) Officers currently employed in the Public Service or Provincial Public Service should submit their applications through the Head of the Institution in which they are serving.
- (vi) Applications that do not conform to the specimen application form annexed hereto will be rejected. No complaints regarding loss or delay of applications will be accepted.

9. Providing false Information :

If any information mentioned in the application submitted by you is found to be false or incorrect before recruitment, your candidature will be cancelled. If any such false or incorrect information is revealed after recruitment, action will be taken to dismiss you from the service subject to the applicable procedures.

10. The Public Service Commission reserves the right to fill or not to fill the vacancy.

11. If there is any inconsistency or discrepancy among the Sinhala, Tamil and English language texts of this Notification, the Sinhala language text shall prevail.

12. If any issue arises on any matter not provided for in this notification or in this recruitment process, the decisions taken by the Public Service Commission in that regard shall be final.

By order of the Public Service Commission.

S. ALOKABANDARA.

Secretary.

Ministry of Public Administration, Provincial Councils and Local Government.

April 03, 2025.

**MINISTRY OF PUBLIC ADMINISTRATION, PROVINCIAL COUNCILS AND LOCAL
GOVERNMENT HOME AFFAIRS DIVISION**

**Recruitment on an open basis to the vacant post of Legal Officer (Grade III of Executive Service
Category) of the Home Affairs Division -2025**

Medium of language to appear for the interview	
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For office use only

I. Details of the applicant

I. Name with initials with last name followed by the initials (In English Block Capitals):

E.g.: - GUNAWARDHANA, M.G.B.S.K.

.....

II. Name with initials :

(In Sinhala/Tamil)

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III. Name in full :

(In English Block Capitals)

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IV. Name in full :

(In Sinhala/Tamil)

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V. National Identity Card Number :

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VI. Date of birth : Year :

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Month :

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Date :

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VII. Age as at the date of application :

VIII. Gender : Female ☐

Male ☐

IX. Civil status : Married ☐

Unmarried ☐

X. Permanent resident address (In English Block Capitals):

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XI. Permanent resident address (In Sinhala/Tamil):

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XII. Address to which the letter calling for the interview should be addressed to:

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XIII. Telephone Number :

Mobile

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Office

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XIV. Email address:

2. Educational/Professional Qualifications

(Certified copies should be annexed)

N.B.: In entering relevant information for the following tables under number 02, the documents forwarded by you for confirming your qualifications in the section given as attachment number should be numbered, and that number should also be mentioned.

2.1 Educational and professional qualifications

Serial No.	Post Graduate Degrees/Diplomas/Certificate qualifications and professional qualifications	Field of study	University/ Institution	Effective date (YYYY/MM/DD) Only if applicable	Annexure Number (Compulsory)

2.2 Language proficiency (Language skills of languages other than mother language)

Serial No.	Language	Qualification	Effective Date (YYYY/MM/DD)	Annexure Number (Compulsory)

2.3 Knowledge of Information Technology

Serial Number	Qualification	Date obtained the qualification	Institution obtained the qualification

3. Date of taking oaths as an Attorney-at Law of the Supreme Court:

.....

3.1 Date of completing 03 years of experience after taking oaths as an Attorney-at Law of the Supreme Court:

.....

3.2 Date of completing 03 years of experience in a legal position in a government institution:
.....

- Certificates/documents proving the basic qualifications should be self-certified and submitted along with the application.

4. Present Service details

4.1 Present working place:

4.2 Present post:

4.3 Date of appointment to the present post and the period of service:
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4.4 Telephone number of the working place:

4.5 Whether subject to any disciplinary procedure during the service period?

Is there any disciplinary action taken against you during the period of service.

Yes ☐ No ☐

If so, details.....

<i>Serial Number</i>	<i>Disciplinary action taken</i>	<i>Time Period</i>

4.6 Have you ever been convicted before a Court of Law? Yes ☐ No ☐

If so, details

.....
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5. Declaration of the Applicant

I....., hereby certify that all the above information mentioned by me is true and accurate. I am well aware of that if the information furnished by me is found to be false, I shall be disqualified before being appointed to the post, subject to dismissal after being appointed to the post and take disciplinary action against me, and I have no objection in that regard. Furthermore, I hereby declare that I am bound to abide and all the directives and provisions issued and to be issued in the future with regard to conducting interview and issuing results by the Public service commission.

.....
Date

.....
Applicant's Signature

Note - The signature of the applicant should be attested by Principal of a government school/Justice of the Peace/Commissioner for Oaths/ Attorney-at Law/Notary Public/a commissioned officer of the three armed forces or an officer holding a permanent government position in a public or provincial public service with a monthly consolidated salary of Rs. 47,615/-.

Attestation of the Applicant's Signature

I hereby certify that Mr./Mrs./Misswho is forwarding this application is personally known to me, and he/she has placed his/her signature before me on this.... day of

.....
Signature and official stamp of the attestor.

Name :
Designation :
Address :
Date :

Only for applicants who is serving in public service or provincial service

Attestation of the Head of the Institution

I hereby certify that Mr./Mrs./Misswho is forwarding this application, is serving in a post ofof this institution, the information furnished above is accurate as per his/her personal file, and that if he/she will be selected for the vacant post of Legal Officer (Grade III of Executive Service Category) of the Home Affairs Division of the Ministry of Public Administration, Provincial Councils and Local Government, the officer can be released from the service of this institution.

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Signature of the Head of Institution.
Official Stamp

Name :
Designation :
Address :
Date :